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6 October 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-660-7 (Supplement 2)

SUBJECT: Distribution of Forms and Instructions Under the Federal Employees' Group Life Insurance Act of 1954

1. The latest data available concerning distribution of forms and instructions under the Federal Employees' Group Life Insurance Act of 1954 has been received from the Civil Service Commission and is summarized below:

a. Standard Form 55, Notice of Conversion Privilege, will be distributed this week. This Form is to be completed and given to the employee on the date his insurance terminates (except when terminated by waiver).

b. Standard Form 56, Agency Certification of Insurance Status, will be ready for distribution on 15 October 1954. Retirement and death claims and requests for conversion which arise prior to the date on which SF-56 is available should be processed by letter containing the information required by the Form. Retirement claims and requests for conversion will require a letter addressed to the employee while death claims will require a letter addressed to the Office of Federal Employees' Group Life Insurance.

c. Form FE-6, Claim for Death Benefits, has been made available for distribution to government agencies beginning 27 September 1954.

d. Form FE-7, Claim for Accidental Dismemberment Benefits, will not receive usual distribution to agencies because the number of dismemberment cases is expected to be small. In case of dismemberment claims, these forms are available, upon request, from the Office of Federal Employees' Group Life Insurance or the Civil Service Commission.

e. Standard Form 51, Request for Insurance, will be distributed when ready. It is to be used when an employee who waived coverage on Standard Form 53 desires to become insured. There is no urgent need for Standard Form 51 at this time since the waiver of coverage on Standard Form 53 extends for a minimum of one year.

f. Employee's Certificate of Group Insurance is being prepared and will be available at an early date. This certificate, which is to be distributed to each insured employee in the Agency, will contain a summary of the individual's insurance rights.

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2. Detailed information and instructions concerning the operation of this insurance program will be contained in Chapter I-3 of the Federal Personnel Manual to be published in about one month. The Insurance Accounting Manual will also be available in approximately one month. It will contain complete current accounting operations and annual reporting requirements.

3. The forms described above, except Standard Form 55, Notification of Conversion Privilege, will be available in the ~~Employee Services Division~~, Office of Personnel. *ICD*

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for Personnel